

PAC Meeting Minutes  
10 June 2011  
1:00 Eastern Standard Time

Attending

Chris Gallagher, SPN

Mike Hosey, SAW

Alana Mesenbrink, NWS

Allen Gwinn, NAD

Chris Rapenchuk, LRL

Heather Burke, HQ National Partnership Program Manager

1. Minute approved for 13 May- to be posted on the Gateway. **Action Officer Chris R.**
2. APPL 2011 Update
  - a. Field submitted two comments concerning APPL topic content.
  - b. Miriam Flemming is USACE POC.
  - c. PAC will continue with workshop development.
3. Gateway Correction/Travel
  - a. Travel arrangements and MIPRS processed. Final logistics reminder will be sent under separate cover. **Action Officer Chris R.**
  - b. Heather has drafted a sample mock up page, but due to the work load we may have to create breakout groups to address specific gateway sections during the workshop.
4. Cooperating Associations National List – Heather reports that the list was sent to Dena Williams for incorporation into OMBIL.
  - a. A pick list will be created so projects do not arbitrarily choose “Cooperating Association” as a partner. New Associations will be added to the list as they are created.
  - b. The national list will also be provided to the Foundation as an instrument to engage community support, to share ideas, and potentially be used to form an umbrella association.
5. Handshake Update -Mike
  - a. Incentive Categories will be:
    1. Veterans and/or military family organization. Groups must be an intended signatory to the agreement in order to qualify for the bonus points
    2. Americas Great Outdoors noting action item number
    3. National Recreation Strategy noting action item number.
  - b. Cooperating Associations partnerships the include a new Association will continue to be able to compete for an additional \$5000.

- c. Draft Application has been supplied to all PAC and comments were provided by the PAC.
  - d. Last year's 2010 memo went out on June 22 and should be released by the end of June 2011.
  - e. There will be no extensions in 2011 and there was recommendation to increase the dollar limits if there are not sufficient applicants.
  - f. Suggest to go ahead and plan to have HQ send out e-mails reminder of deadline at specific times, such as 60, 30, and 15 days to deadline. Last reminder can say we will not be extending deadline. **Action Officer Heather**
6. Charter Update – Jamie and Allen
- a. Progress Update - Allen reports that they have reviewed ½ of the charter and are in discussions about the philosophy of PAC and we should use our knowledge to help the partnering process. **Action Officers Jamie and Allen.**
7. OMBIL Update-Alana/Heather
- a. As of 10 June 2011 we now show a partnership value of \$6.15 million! But we still have 250 (out of 620) partnerships entered without \$ values, 50+ duplicate entries, and approximately 85 incorrect Partnership Types. 30 June is the deadline.
  - b. PAC should contact District or Project POC to remind them of the deadline.
8. Contribution Plans – Jamie
- a. Plan accepted by the PAC and will be placed on the Gateway as an example once Heather gets Headquarters OOC support. Heather has delivered the document to Headquarters OOC during a 13 June meeting.
9. Face to Face Meeting 3 October to 7 October - Philpot Lake Travel Mon and Friday.
- a. Agenda Ideas
    - 1. APPL mentioned they might like to meet with us to discuss the development of a stand-alone partnership training course. **Action Officer-Heather will contact APPL**
    - 2. We will also want to finalize our charter.
    - 3. NRM Gateway review.
    - 4. Recreation Strategy Alignment.
    - 5. OMBIL and FY 11 data entry/webinars
    - 6. Contributions and Recognition Plan template.
    - 7. APPL 2012 Las Vegas conference planning.
    - 8. Partnership in Excellence Award.
    - 9. Phone call with Greg Miller/Lynn Neher at leads in the Strategic Plan.
  - b. Logistics with Project. Mike will make the arrangements with the Project. Hotels 1. Dutch Inn or 2. Comfort Suites are local.

10. Webinar – Heather

- a. PAC was to provide input to Heather before 1 July for the webinar PP, then she will forward out again for final comments.
- b. A schedule for each Division will be released with webinar being conducted in Aug/Sept.

11. Partnership Award – Mid September Time Frame to begin preparation efforts.

- a. Team is Allen, Chris G, and Chris R.
- b. Chris R is to send file from previous years to Heather. **Action Officer Chris R.**

12. New Business

1. Fillable Forms or Examples
  - a. Heather suggested that fillable or word documents be created for MOU's, Cooperating Associations, Cooperative Management Agreements, and Challenge Partnership Agreements, so projects have examples. **Action Officer Chris R .**
  - b. Mike will provide examples to Chris R.
2. Recreation Strategy Support
  - a. Prepare Summary page or Fact Sheet of Handshake values to support goal 2.1.d which can to distributed to potential handshake partners. **Action Officer Mike**

13. Next Call 8 July 2011, 1:00 est.

Previous Call Outs

ASSIGNMENTS/Due Dates:

- ~~May 18: Send draft webinar PPT to team for review (Heather)~~
- ~~May 20: Send APPL topics for presenters to Heather (ALL)~~
- ~~May 20: Mike sends team 2011 Handshake Application for review and input (Mike/ALL)~~
- ~~May 20: Send updated cooperating associations list to Heather for each MSC (ALL)~~
- ~~May 20: Chris will send meeting location options to team (Chris R)~~
- ~~May 27: Team sends votes to Chris on meeting location (ALL)~~
- ~~May 27: Send comments on Contributions/Recognition plan to Jamie (ALL)~~
- ~~May 31: Send potential Aug/Sep webinar dates for your respective MSCs to Heather (ALL)~~
- ~~NRMG workshop travel logistics to sub team (Chris R)~~
- Handshake Program follow-up (Mike)
- ~~PAC team accomplishments/values (Chris R)~~
- ~~Confirm PAC team participation at Boy Scout workshop (Jeff/Chris R)~~
- ~~July 1: Send comments to Heather for webinar PPT (ALL)~~

New Call Outs

MIPRS suspense for sub-committee is 20 June. Get info to Chris R